

Entering Grades

Grades can be entered via PARS. Aspects from SIMS Assessment Manager can be imported into PARS and grades entered into these aspects in PARS will immediately write back to SIMS.

Accessing the Grade Entry Screen

The Grade Entry screen is used in PARS to record grades, rather than using Marksheets as in SIMS. There are three ways to access the Grade Entry screen in PARS.

Via the Main Menu

To access the Grade Entry screen via the Main menu, go to:

Main menu > Grading > Grade entry > Enter grades

Select the class that you want to enter grades for then click **Accept**.

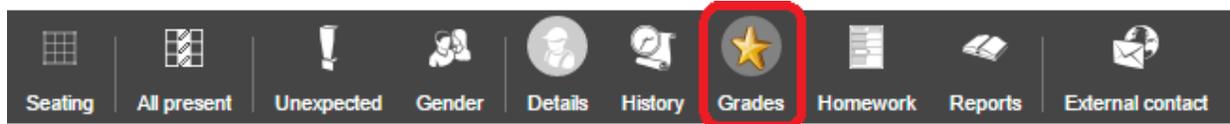
Via the Homepage / Timetable

Each of your classes will be shown on your timetable as a small box. Clicking on the box will open the register for that class. Inside each box there is a star; clicking the star will open the Grade Entry screen for that class instead of the register.



Via a Register

The Grade Entry screen for a class can be accessed from the register for that class. From a register click the **Grades** button to open the Grade Entry page for that class.



The Grade Entry Screen

Each student from the class will be shown on the left side of the screen. One column will appear for each of the grades that needs to be entered.

ADNO	Name	F	6	P	E	S	G	1/9-30/8 GCSE Target Year 10	Predicted GCSE Grade Year 10 Summer	10/4-30/8 Working At GCSE Year 10 Summer Term	Attitude to Learning Year 10 Summer Term	1/9-30/8 Comment Year 10	10/4-30/8 Geography Behaviour Year 10 Summer	06/06/2016 Mon:4 ★ Numeric	★ Percentage	★ Comment
004163	Abbot, Andrew (10E) &MG						S	9	9	7	1		1			
004164	Able, Cameron (10A) G						♂	7	7	5	1		1			
004176	Armstrong, Terry (10C)						♂	6	7	5	2		2			
004182	Blinks, Benjamin (10C)						♂	5	5	4	3		1			
004183	Blanch, Paul (10C)						♂	6	6	4	1		2			
004187	Bowden, Nicholas (10C)						♂	4	3	1	3		2			
004197	Cavisham, Stephanie (10B)						♀	5	4	2	1		2			
004200	Chapman, Seth (10C)		✓	✓	✓		♂	6	6	5	2		1			
004208	Clarkson, Annabel (10A)						♀	6	6	4	1		3			
004212	Cleaver, Julie (10C)						♀	4	5	4	3		2			
004239	Elliot, Ben (10B)						♂	8	8	6	2		2			

Predicted GCSE Grade - Abbot, Andrew (10E) &MG			
9	8	7	
6	5	4	
3	2	1	
U			

By default the grade entry screen will show the Active view. This is a filtered view that only shows the grades that need to be entered at this point in time.

You can see all grades that have been entered over the course of the year by clicking on the SIMS button on the top toolbar. The Active button is used to switch back to the Active view.

Any columns that are greyed out are read-only columns. Some columns may be read-only throughout the whole year. Other columns will lock and unlock themselves automatically based on the date range for data entry.

Entering Grades and Comments

To enter a grade, click in the column you want to use. The selected pupil's photograph and a list of the available grades for that column will be shown at the bottom of the page. Click on the grade you want to give to the pupil.

To enter a single comment, click on the right side of a grading cell.

6		7		5	
5		5		4	
6		6		4	

This will open a window where you can type a comment. In the comment window you can click **Insert > Comment** to select comments from the comment bank (if configured).

Comments can be added for multiple pupils at once by clicking the **Comments** button on the top toolbar and selecting the pupils that you want to add comments for.

Once you have finished adding the grades and comments, click the **Save** button at the top right of the page.